

RESOLUTION 40-2008

A RESOLUTION PROVIDING FOR REORGANIZATION OF THE JEFFERSON COUNTY MUSEUM AND CULTURAL PRESERVATION BOARD

WHEREAS, The Board of County Commissioners has authority to create and amend resolutions pertaining to administrative boards, districts, and commissions pursuant to MCA §7-1-201;

WHEREAS, the Jefferson County Museum Board has been in existence for an unknown period of time; and

WHEREAS, the Board of County Commissioners has determined that it is appropriate and desirable to provide all County boards with clarification as to organization, membership, terms, authority, rules and responsibilities of the board and its department;

WHEREAS, the Board of County Commissioners has further determined it is appropriate and desirable to continue a museum board pursuant to the provisions of Title 7, Chapter 16, Part 22, MCA;

NOW, THEREFORE, BE IT RESOLVED as follows:

1) The purpose of the County Museum and Cultural Preservation Board shall be to preserve and promote culturally and historically significant sites and heritage throughout the county to cooperate and assist in establishing and maintaining any museums in Jefferson County.

2) The Museum and Cultural Preservation Board shall consist of five (5) members appointed by the Board of County Commissioners. New members shall be selected from all of the three commission districts within Jefferson County to reflect as equal a geographic representation as possible. All members of the County Museum and Cultural Preservation Board shall be residents of Jefferson County. The Commission shall determine which members to remove in order to reduce the board from its previous seven (7) member board.

One member of the Jefferson County Commission shall serve as an ex officio, non-voting member of the Museum and Cultural Preservation Board.

3) The terms of the Museum and Cultural Preservation Board members shall be staggered three (3) year terms on the Board.

4) All citizen appointees on the Museum and Cultural Preservation Board shall serve at the discretion of the County Commissioners and may be removed by a majority vote of the County Commissioners.

5) The Museum and Cultural Preservation Board shall set a regularly scheduled meeting day and time and shall meet at least six times per year. If there is no business to come before the Board, the chair may cancel the regularly scheduled meeting with at least forty-eight (48) hours public notice, if possible. Scheduled meetings require at least (48) hours public notice, though the Board is requested to follow the County policy on open meetings and notification.

6) Board members shall be entitled to mileage and expenses in accordance with established state rates for attendance at Board meetings and conducting official Board business.

7) The Museum and Cultural Preservation Board shall elect from its members a chair and a vice-chair. A majority of members shall constitute a quorum. The Museum and Cultural Preservation Board may adopt by-laws to this resolution so long as they do not conflict with county policies and procedures.

8) The Museum and Cultural Preservation Board may, upon approval of the Board of County Commissioners, employ a secretary to the board and such other qualified staff as it finds reasonable and necessary. The Board shall be responsible for the supervision of their staff, though

the Commission or the County Personnel Officer shall be consulted prior to any disciplinary action. The Museum and Cultural Preservation Board, with the approval of the Commission or the County Personnel Officer, may designate certain of its staff to supervise others on the staff. The County Commission reserves authority to hear personnel appeals and/or overturn any decisions.

9) The Museum and Cultural Preservation Board employees shall be subject to all personnel policies as adopted by the Board of County Commissioners. Additional policies may be adopted by the Museum and Cultural Preservation Board specific to its operation, provided that they do not conflict with those in effect for the entire county.

10) Pursuant to Title 22, Chapter 3 MCA, the Museum and Cultural Preservation Board also shall:

- (a)** manage heritage properties, historical sites and antiquities owned by Jefferson County;
- (b)** identify privately owned heritage properties and paleontological remains and register those in need of protection;
- (c)** preserve and protect any property or object donated or loaned to Jefferson County that has intrinsic historic, artistic, scientific or cultural value as outlined n Title 22, Chapter 3 MCA;
- (d)** encourage the restoration, preservation, and maintenance of historic sites and buildings and heritage properties throughout Jefferson County and otherwise assure the compliance of Jefferson County with the provisions of Title 22, Chapter 3 MCA.

11) The Museum and Cultural Preservation Board shall make recommendations and reports to the Board of County Commissioners as requested by the commissioners or at such other times as the need arises and shall be responsible for keeping an accurate and complete record of

all Museum and Cultural Preservation Board proceedings, regulations, contracts, finances and activities and shall assure that all state and federally mandated requirements and standards for the preservation of cultural and historical properties are met. All contracts shall be reviewed by the County Attorney before signing.

12) Museum and Cultural Preservation Board decisions concerning the following actions shall not take effect until approved by the Board of Commissioners:

(a) the determination of wages and salaries to be paid to employees of the Museum and Cultural Preservation Board;

(b) the acquisition by lease, purchase, or otherwise, and the disposition by lease, purchase, or otherwise, and the disposition by lease, purchase or otherwise; of real property by the Museum and Cultural Preservation Board, or by operation equipment in excess of \$2,500.00, not previously approved in the budget process;

(c) entrance into interlocal government agreements or contracts for servicing and financing.

13) The Museum and Cultural Preservation Board shall be responsible to prepare and administer a budget for the board, the museum and any other related projects which it establishes and may request the Board of County Commissioners to authorize up to two mills as provided for in MCA §7-16-2205. No budget shall be considered final unless it has been adopted by the Board of Commissioners after public hearing and an annual budget adoption pursuant to MCA §7-6-4030.

14) The Museum and Cultural Preservation Board shall provide to the Board of County Commissioners a register of membership with addresses and phone numbers, including a designation of officers, dates, times, and places of regularly scheduled meetings. The chair shall assure that all county resolutions pertaining to open meetings, agendas, and notices are followed

by the Museum and Cultural Preservation Board. Minutes of each meeting shall be filed with the Clerk and Recorder's Office.

15) All purchases of equipment and/or services or sales of equipment and/or services by the Museum and Cultural Preservation Board must comply with Jefferson County's Purchasing Policy.

Done and dated this 28th day of October, 2008.

ATTEST:

**BONNIE RAMEY
CLERK AND RECORDER**

KEN WEBER, CHAIR

TOMAS E. LYTHGOE, COMMISSIONER

CHUCK NOTBOHM, COMMISSIONER